2014-15
School Nutrition Programs Check List

opi.mt.gov

Use this document to check off School Nutrition Program requirements as they are completed. Assign responsibilities to staff members and document dates completed. Keep this check list on file for easy reference.

Task to Complete	Deadline	Documentation	Date Completed	Who
Free and Reduced				
*Log into Direct Certification Application to complete direct certification. Mail notice of direct certification.	Before school begins (ongoing).	Update Point of Sale system.		
*Mail households free and reduced (F/R) applications if **NOT** directly certified.	Start of school year (ongoing).			
*Approve F/R applications. Mail notice to households of approval .	Ongoing	Keep applications.		
*Change F/R students from previous school year without current applications to paid status. Mail notification of change in eligibility.	At 30 school days.	Update POS system.		
Qualify for Community Eligibility Provision if 40% enrolled students are directly certified.	April 1	DCA		
Professional Development Opportunities				
Attend a School Nutrition Programs Administrative Workshop.	September	Keep certificate.		
Attend a Food Service Manager Workshop.	October	Keep certificate.		
Attend a RCCI Training. (*RCCIs only*)	September	Keep certificate.		
Verification (*Does not apply to Provision schools*)				
*Count/select households for verification & mail letters.	October 1	Record count on FNS-742. (Verification Report in DCA)		
Private Non-Accredited Schools Operating CEP/Prov 2: Submit student enrollment information to OPI SNP.	October 15	Send list through e-pass to OPI SNP		
*Count student eligibility categories	October 31	Record count on FNS-742. (Verification Report in DCA)		
*Complete verification and verification report (FNS-742).	November 15	Submit summary to the OPI; keep a copy.		
Required Self-Reviews				
On-Site review checklist assessment of the meal counting and claiming system.	February 1	Keep a copy.		
If participating, conduct two After School Snack Program reviews.	October 31	Keep a copy.		
	February 1			
Fresh Fruit and Vegetable Program (*OPI invites districts to be a part of FFVP*)				
Use 1st Quarter Fresh Fruit and Vegetable Program allocation.	September 30	Keep purchasing records.		
Use 2nd, 3rd and 4th Quarter Fresh Fruit and Vegetable allocation.	June 30	Keep purchasing records.		
If invitation was sent to your district, sign up for Fresh Fruit and Vegetable Program.	May	Submit intent and/or addendum forms to the OPI.		

* Indicates requirements that do not apply to RCCI's or Provision schools

2014-15
School Nutrition Programs Check List

opi.mt.gov

Task to Complete	Deadline	Documentation	Date Completed	Who
OPI Cooperative Purchase Program *(Optional)*				
OPI Cooperative Purchase Program open for winter orders.	Oct 3rd — Nov 3rd	Submit signature page to the OPI.		
OPI Cooperative Purchase Program open for fall orders.	May 1st — May 29th	Submit signature page to the OPI.		
Annual Requirements				
Ensure all items sold during the school day meet Smart Snacks in School regulations.	Ongoing	Keep documentation of all items sold during the school day.		
*Complete Paid Lunch Equity Tool.	Complete annually to assess paid meal prices.	Keep electronic copy .		
*Complete Nonprogram Food Revenue Tool.	Annually	Keep electronic copy.		
Update Sponsor/Site Information.	September 30	CNP Web.		
Submit public release to newspaper.	Annually	Keep a copy; record date sent.		
If breakfast is offered, complete breakfast outreach.	Start of school year (ongoing)	Keep a copy.		
Review and update HACCP plan.	Annually	Keep a copy accessible.		
Review and assess Wellness Policy.	Annually	Keep most recent copy.		
Request two sanitation inspections.	Annually	Record date of 1st inspection		
		Record date of 2nd inspection		
Complete Civil Rights training.	Annually	Keep documentation form.		
Conduct outreach for the nearest Summer Food Service Program site.	Before end of the school year.	Keep a copy.		
Submit USDA Foods order and signup for DOD Fresh Program for next school year.	Dec — Jan			
Other				
Private Schools: Submit Annual Financial Report	June	CNP Web		

* Indicates requirements that do not apply to RCCI's or Provision schools

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).